



JOB DESCRIPTION

Position Title: **Manager**

Working Area: **Probation**

Class Code: 4501

Exempt

EEO Code: 02

Effective Date: August 30, 2002

Major Function

Professional and administrative work responsible for directing the operation of the County Probation Division.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Plans, coordinates and directs work activities of employees within the County Probation Division. Provides training and instruction to assigned employees.

Conducts Probation Officer case reviews. Responsible for any unusual situations or events that may arise in the management of individual cases to ensure efficient resolution to problems.

Will review by signature, confirm, or modify when necessary all court related documents coming from the Probation Division. May designate this responsibility to other staff in the absence of the Manager.

Performs statistical analysis of division activities. Develops immediate and long-range goals and objectives to meet the needs of the division. Prepares and administers division operating budget and monitors expenditures from approved budgets.

Communicates with and visits other public and private agencies or institutions in order to exchange information and develop useful resources.

Initiates and effectively recommends for final approval by the Department Director for hiring, termination, performance evaluation, disciplinary and/or commendatory actions for assigned staff.

Oversees and monitors all financial responsibilities/considerations pertaining to the cost of supervision and other collection activities of the division.

Performs other duties as assigned or as may be necessary



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Minimum Qualifications

Thorough knowledge of the criminal justice system and the current practice/principles of probation supervision. Considerable knowledge of the principles and practices of supervision and management.

Ability to plan, assign, and direct the activities of the assigned division. Ability to establish and maintain an effective working relationship with Judges, Law Enforcement, County staff, and court personnel. Ability to exercise good judgment in evaluating situations and making decisions. Ability to communicate effectively both orally and in writing. Ability to use a personal computer and associated software.

Bachelor's Degree in Criminal Justice, Sociology, Psychology, or a closely related field and five (5) years' responsible professional experience in Criminal Justice, two (2) years' of which must have been in a responsible supervisory position.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

This position is an appointed service Classification.

Working Conditions

The work environment for this position is generally an office setting with some fieldwork. Most duties are performed while sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment. Duties performed outside the office may require prolonged standing or walking.